

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: MARCEL TURNER

	2002-03					
	Operating Exp/ Appropriation	Revenue	Revenue Over (Under) Exp	Fund Balance	Local Cost	Staffing
Human Resources	9,457,530	4,283,077	-	-	5,174,453	129.8
Emp Hlth & Wellness	1,600,000	1,600,000	-	-	-	13.8
Unemployment Ins	1,500,000	-	-	-	1,500,000	-
Commuter Services	566,502	277,000	-	289,502	-	4.0
Emp Benefits & Svcs	2,621,200	1,022,439	-	1,598,761	-	-
Risk Management	4,259,651	4,259,651	-	-	-	65.0
Insurance Programs	46,735,896	49,765,885	3,029,989	-	-	-
TOTAL	66,740,779	61,208,052	3,029,989	1,888,263	6,674,453.0	212.6

BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. In partnership with the Human Services System, the Human Resources Department also shares the responsibility for countywide organizational and employee development and the Management Leadership Academy.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	6,955,956	8,523,329	8,308,492	9,457,530
Total Revenue	2,867,727	4,034,300	3,491,462	4,283,077
Local Cost	4,088,229	4,489,029	4,817,030	5,174,453
Budgeted Staffing		119.3		129.8
<u>Workload Indicators</u>				
Applications Accepted	46,059	54,000	65,012	65,000
Applicants	17,259	18,000	24,935	25,000

On January 29, 2002, the Board authorized an appropriation increase of \$325,600 for ongoing and one-time projects.

III. HIGHLIGHTS OF BOARD APPROVED CHANGED TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

On January 29, 2002, the Board authorized the addition 3.0 positions as part of increases for ongoing projects; 1.0 Clerk III will be assigned to the new Victorville office, 1.0 Human Resources Analyst II will be assigned to the Classification Section, and 1.0 Systems Procedure Analyst will be assigned to EMACS. In addition, 4.0 positions are added for Employee Relations, 7.0 are added for Employee Benefits, and 3.5 are transferred out to the new Commuter Services special revenue fund.

PROGRAM CHANGES

Per GASB 33, the Commuter Services program is now budgeted as a special revenue fund.

HUMAN RESOURCES

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General AAA HRD

FUNCTION: General
ACTIVITY: Personnel

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	6,031,774	6,563,753	7,117,542	611,232	7,728,774
Services and Supplies	3,447,392	3,728,339	4,180,029	(335,562)	3,844,467
Central Computer	68,887	68,887	129,054	-	129,054
Equipment	-	-	-	20,000	20,000
Transfers	108,121	108,150	108,150	36,720	144,870
Total Exp Authority	9,656,174	10,469,129	11,534,775	332,390	11,867,165
Less:					
Reimbursements	(1,347,682)	(1,945,800)	(1,945,800)	(463,835)	(2,409,635)
Total Appropriation	8,308,492	8,523,329	9,588,975	(131,445)	9,457,530
Revenue					
Current Services	2,142,060	272,100	272,100	126,900	399,000
State, Fed or Gov't Aid	266,781	277,300	277,300	(277,300)	-
Other Revenue	1,082,621	3,484,900	3,865,122	18,955	3,884,077
Total Revenue	3,491,462	4,034,300	4,414,522	(131,445)	4,283,077
Local Cost	4,817,030	4,489,029	5,174,453	-	5,174,453
Budgeted Staffing		119.3	122.3	7.5	129.8

Total Changes in Board Approved Base Budget

Base Year

Salaries and Benefits 374,289 MOU, retirement increases, and 2% budget reduction.
179,500 Budget adjustments approved by the Board on January 29, 2002.
553,789

Services and Supplies 71,468 Inflation, risk management liabilities, and EHAP.

Central Computer 60,167

Mid Year

Services and Supplies 380,222 Amended agreement with Wurts & Associates approved by the Board on July 24, 2001 (\$35,000); amended agreement with Pacific Union Dental approved by the Board on September 17, 2001 (\$26,722); and agreement with Delta Preferred Option Dental Plan approved by the Board on October 16, 2002 (\$318,500).
380,222

Revenue

Other Revenue 380,222 Revenue from trust funds and administration fees from employees and benefit plan.

Total Appropriation Change	1,065,646
Total Revenue Change	380,222
Total Local Cost Change	685,424
Total 2001-02 Appropriation	8,523,329
Total 2001-02 Revenue	4,034,300
Total 2001-02 Local Cost	4,489,029
Total Base Budget Appropriation	9,588,975
Total Base Budget Revenue	4,414,522
Total Base Budget Local Cost	5,174,453

HUMAN RESOURCES

Board Approved Changes to Base Budget		
Salaries and Benefits	611,232	Change in step funding for various positions, increase in budgeted positions for all divisions.
Services and Supplies	(335,562)	Decrease in one time monies allocated for projects; change in overall cost of HR services, printing costs, flu vaccine, and professional services received by vendors.
Equipment	20,000	Cost of digital identification machine to produce new county ID cards.
Transfers	36,720	Increased cost of HR County Counsel.
Total Expenditure Authority	332,390	
Reimbursements	(463,835)	Increase in cost of positions funded by various departments.
Total Appropriation	(131,445)	
Revenue		
Current Services	126,900	Increase in positions funded by various county departments.
State/Federal Aid	(277,300)	Transfer of commuter services to special revenue fund.
Other Revenue	18,955	Increase in positions funded by trust fund revenues.
Total Revenue	(131,445)	
Local Cost	-	